

"TO ZONE OR REZONE ANY PARCEL FOR A COMMERCIAL, INDUSTRIAL OR
NON-RESIDENTIAL DISTRICT A MASTER PLAN SHALL BE SUBMITTED"
Land Use Code, Article III, Section 4.4.1

MASTER PLAN SUBMITTALS

- ↳ Commercial/Industrial
- ↳ Other Development
- ↳ Community Service Facilities
- ↳ Large Scale Residential

- COMPLETED DEVELOPMENT PERMIT APPLICATION FORM
- FEE (\$375 first 5 acres plus \$2 each additional acre)
- FIRE DEPARTMENT FEE
- PROOF OF OWNERSHIP (warranty deed)
- PROOF OF LEGAL LOT OF RECORD (survey plat)
- PROOF TAXES ARE PAID ON THE LAND (see development permit form)

12 COPIES OF EACH OF THE FOLLOWING PLUS 2 REDUCED (LETTER SIZE) COPIES OF ALL PLANS

- FOR COMMERCIAL/INDUSTRIAL USES, provide commercial district information (see Commercial District Checklist)
- VICINITY MAP (scale 1:2000) (Land Use Code P. V-3) showing:
 - Contours at 20 foot intervals, relationship of site to surroundings, existing and proposed roads within 1000 feet, location of drainage channels, water courses, water bodies and floodplains within 3 miles (USGS Map)
- EXISTING SITE DATA (scale 1:100) (Land Use Code P. V-4) showing:
 - Existing improvements
 - Proof of legal access from County/State road
 - Boundary lines with bearings and distances, easements; location, width and purpose, streets, roads and utilities on or adjacent to the property with, names and right-of-way width, owners of adjoining property within 100 feet, acreage, scale, true and magnetic north, tie to a permanent monument

— **MASTER PLAN (Land Use Code P. V-4) to include:**

SHEET 1:

- Proposed structures/uses, square footage of structures, phasing of project
- Access for vehicles and pedestrians
- Proposed use list, density
- Landscaping concepts
- Solid waste disposal locations (i.e. trash containers)

SHEET 2 (with overlay of sheet 1):

- Topography, natural features, slopes and floodplains
- Liquid waste plan to include soil limitations and soils map

— **FIRE PROTECTION PLAN AND UTILITIES (Land Use Code P. VII-38)**

- Location of water and utility lines & fire hydrants
- Liquid waste system type and location
- Occupancy type & square footage
- Access

— **MASTER PLAN REPORT (Land Use Code P. V-5) to include:**

- Request, acreage, location, existing development, adjacent property, description of project, use list, phasing schedule, lot coverage, access, traffic impacts summary and recommendation, terrain management, landscaping, outside lighting, parking, signage, water supply, preliminary water budget, liquid waste, soils, solid waste, archaeological summary, fire protection, any proposed water harvesting measures
- For all non-residential development proposing to use more than 1.0 acre-foot of water per year, and all Type I, II, and IV subdivisions, the applicant must submit a water supply plan and water permits as required by Article VII, Section 6 of the Code for the first sustainable phase of development.

— **WRITTEN TRAFFIC REPORT PREPARED BY A LICENSED TRAFFIC ENGINEER: (Land Use Code P. V-5)**

— **PRELIMINARY WATER SUPPLY PLAN:**

- Identify source of water to supply the development
- Estimated total water budget at full build out and by phase of development
- Water conservation plan

- WATER SUPPLY PLAN AND WATER RIGHTS PERMIT (if required by Article VII Section 6) FOR THE FIRST SUSTAINABLE PHASE OF DEVELOPMENT: Required for all commercial developments proposing to use more than one (1) acre feet of water per year and all Type I, II and IV Subdivisions
- PRELIMINARY LIQUID WASTE DISPOSAL PLAN:
 - Identify methods for addressing liquid waste
 - Estimated total annual discharge and discharge per phase
- ARCHAEOLOGICAL REPORT prepared by a County approved Archaeologist (Land Use Code P. V-5):
- MARKET ANALYSIS AND ECONOMIC IMPACT REPORT (Land Use Code P.V-5):
 - Demand, projected sales and build-out; identifies a trade area; estimates retail sales and potential and identifies the scale and extent of local competition
- PRELIMINARY FISCAL IMPACT (Land Use Code P. V-5):
 - Estimates of net local public costs
- PRELIMINARY ENVIRONMENTAL ASSESSMENT (Land Use Code P.V-5):
 - Identify the possible effects of the development on the natural features
- CONCEPTS FOR RESTRICTIVE COVENANTS (Land Use Code P.V-5)
- SCHOOLS IMPACT REPORT (Land Use Code P.V-5)
- OTHER

ALL OF THE ABOVE MUST BE PROVIDED BY THE SUBMITTAL DATE IN ORDER FOR STAFF TO REVIEW THE APPLICATION

A REZONING OF PROPERTY IS AT THE DISCRETION OF THE CDRC AND BCC

Staff will make a recommendation to the CDRC after all reviews are complete. Public comments shall be a consideration of determining suitability.

The County Development Review Committees and Board shall consider the following criteria in making determinations and recommendations for approval or amendment of master plans:

- Conformance to County and Extraterritorial Plan;
- Suitability of the site to accommodate the proposed development;
- Suitability of the proposed uses and intensity of development at the location;
- Impact to schools, adjacent lands or the County in general;
- Viability of proposed phases of the project to function as completed developments in the case that subsequent phases of the project are not approved or constructed;
- Conformance to applicable law and County ordinances in effect at the time of consideration, including required improvements and community facilities and design and/or construction standards.

* IT IS RECOMMENDED THAT APPLICANTS DISCUSS PROJECTS WITH ADJOINING PROPERTY OWNERS AND NEIGHBORHOOD GROUPS.

PLEASE NOTE:

- MASTER PLAN APPROVAL DOES NOT CONFER A VESTED DEVELOPMENT RIGHT TO THE APPLICANT OR FUTURE ASSIGNEE, GIVEN THAT SAID APPROVAL IS SOLELY PREDICATED ON A PRELIMINARY DETERMINATION WITH RESPECT TO VIABILITY AND CONCEPTUAL INTEGRITY.
- FOR SMALLER PROJECTS SOME OF THE MASTER PLAN REPORT ITEMS MAY BE UNNECESSARY. TO DETERMINE WHAT SUBMITTALS MAY BE WAIVED, PLEASE SCHEDULE A PRE-APPLICATION MEETING WITH CDRC STAFF (505-986-6225)

FIRE DEPARTMENT FEES:

Resolution 2001-114 established fees for fire reviews. Please contact the Fire Marshal's office regarding these fees (992-3070).

PROCEDURES:

All master plans will be reviewed by County and State Agencies, these agencies have 30 days to review the submittals. After these reviews are completed your project will be put onto an agenda.

NOTICING REQUIREMENTS

All rezoning cases are required to do the following noticing requirements 21 days prior to the meeting date:

- Publish a legal notice in the newspaper
- Send certified letters to all property owners within 100 foot of the subject property (excluding right of ways) and any Neighborhood Association or Neighborhood Group registered with the County, for the area in which the development is proposed.
- Post a public notice prominently on the subject property

Master plans will be heard by the County Development Review Committee (CDRC), Agua Fria Development Review Committee (AFDRC) or the Tesuque Development Review Committee (TDRC) for a recommendation which will be taken to the Board of County Commissioners (BCC) for a final decision.

EXPIRATION OF MASTER PLANS

Approval of a master plan shall be considered valid for a period of five years from the date of approval from the BCC prior to expiration. Master Plan approvals may be renewed and extended for additional two year periods by the Board at the request of the developer.

ALL MASTER PLANS MUST BE RECORDED WITH THE COUNTY CLERKS

Once approved, a mylar of the master plan must be submitted to the case planner with the following information on it:

- Title of Project, Legal Description, Vicinity map, Site plan, Owner's signature block, County Approvals signature blocks, Conditions of approval, case number, purpose statement (see attached example).

- * THE APPLICANT SHOULD MEET WITH STAFF FOR DIRECTION OF WHAT SHOULD BE ON THE MYLAR.
- * THE MASTER PLAN MUST BE ON A 24"x36" MYLAR WITH BLACK INK AND ½" WIDE BORDERS

Prepared 08/30/01, Revised 07/25/03